

Session 3:

Key Fiscal Procedures in the Campus-Based Programs

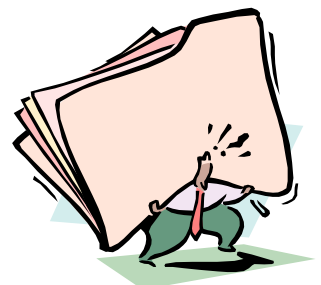
Session Objectives

After completing this session, you will be able to:

- ✓ describe how to apply for campus-based funds;
- ✓ explain the nonfederal share requirement;
- ✓ calculate an ACA; and
- ✓ describe the transfer and carry forward/carry back provisions.

Resources

- *The Blue Book*, Chapters 3 and 6
- *2001-2002 Student Financial Aid Handbook, Volume 4: Campus-Based Common Provisions; Volume 5: Federal Perkins Loan; Volume 6: Federal Work-Study; and Volume 7: Federal Supplemental Educational Opportunity Grants*
- 34 CFR 673, 674, 675, and 676



Notes

Team Exercise #1: Overview of Campus-Based Programs

In *The Blue Book* read about the topic assigned to your team. As a team, formulate the three most critical questions or points that you would like to have the instructors review.

Team Topics:

1. Federal and nonfederal shares of funding:

The Blue Book, pages 3-9 to 3-17

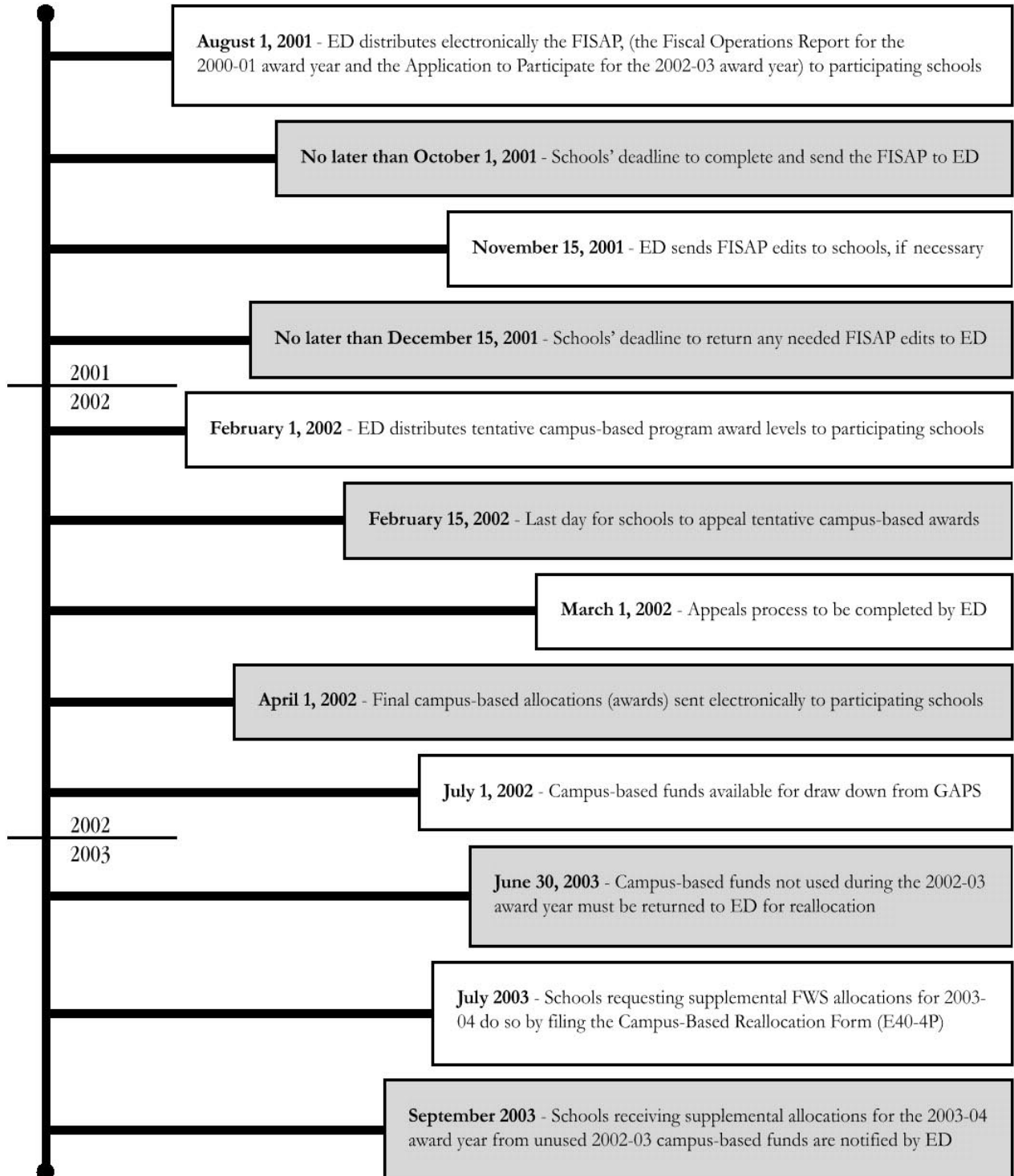
2. Administrative Cost Allowance (ACA):

The Blue Book, pages 3-17 to 3-18

3. Funds available for awards:

The Blue Book, pages 3-19 to 3-22

Campus-Based Program(s) Allocation Timeline for the 2002-03 Award Year



Team Exercise #2: Federal and Nonfederal Shares of Funding

Apple College would like to participate in the campus-based programs, but you, as the chief fiscal officer, are concerned about the added expense of the nonfederal share (matching) requirements. The College currently spends \$450,000 on merit scholarships (funded by contributions to the College) and \$120,000 on student employment.

As a team, discuss the strategies the College can use to limit an increase in expenses that would be required by the nonfederal share requirement.

[illegible]

Team Exercise #3: Estimating Funds Available For Awards

◆ You are the bursar at Maury University. In this exercise, you and your financial aid officer will estimate the funds available for awards and the administrative cost allowance in the campus-based programs. You will revise your estimates as the University refines its goals for enrollment and financial aid.

◆ In your calculations, assume the University will provide the minimum nonfederal share for all programs. Campus-based program expenditures (FSEOG grants disbursed, FWS gross compensation paid, and Federal Perkins Loan advances) will not exceed \$2,750,000, so you can claim the Administrative Cost Allowance (ACA) on the basis of 5 percent of expenditures.

◆ Hint : Round your answers to the nearest dollar. If \$.50 or above, round up; if below \$.50 round down.

[illegible]

Team Exercise #3: Estimating Funds Available for Awards

1. You are the bursar at Maury University. Turn to page 3-5 of *The Blue Book* to review your federal allocations for the upcoming award year.

You and the director of financial aid have been asked by the president to project:

- ◆ the total amount available for student awards under each campus-based program;
- ◆ the required nonfederal share for each campus-based program; *and*
- ◆ the administrative cost allowance (ACA).

Complete the following table and calculate the total amount available for student awards and the required nonfederal shares.

Federal Allocations	Federal Share of Grants and Wages	Nonfederal Share of Grants and Wages	Total Available for Grants and Wages
FSEOG: \$ _____	\$ _____	\$ _____	\$ _____
FWS: \$ _____	\$ _____	\$ _____	\$ _____

2. After reviewing the total dollar figures available for student awards, the president wants to award more grants to students. Recalculate the figures for FSEOG and FWS awards and the nonfederal share by transferring the maximum amount from FWS to FSEOG.

2001-02 Federal Funds After Carry Forward/Transfer	Federal Share of Wages	Nonfederal Share of Wages	Total Available for Wages
FWS: \$ _____	\$ _____	\$ _____	\$ _____
FSEOG: \$ _____	\$ _____	\$ _____	\$ _____

3. Now calculate the ACA for FSEOG and FWS on the basis of the projected total dollars available for grants and wages.

	Allowable ACA
FSEOG	
\$	\$
FWS	
\$	\$

4. Calculate the nonfederal share and the estimated amount available to lend from the Federal Perkins Loan fund. In calculating this amount, assume that \$495,600 is available from Perkins collections, interest earned, and cash on hand. Also assume that the total ACA for all three campus-based programs is to be taken from the Perkins Loan fund.

Perkins FCC		\$
Nonfederal share (ICC: 1/3 of FCC)		(+) \$
Available from collections, interest earned, cash on hand, etc.		(+) \$
Subtotal of sources of Perkins funds		(=) \$
Allowable ACA for FSEOG, to be taken from Perkins Loan fund	\$	
Allowable ACA for FWS, to be taken from Perkins Loan fund	(+) \$	
Total ACA to be taken from Perkins Loan Fund	(=) \$	(-) \$
Total available for Perkins Loans and Perkins ACA		(=) \$
Perkins funds available for loans		\$
Perkins ACA		\$

Answers

Team Exercise #3: Estimating Funds Available for Awards

1.

Federal Allocations	Federal Share of Grants and Wages	Nonfederal Share of Grants and Wages	Total Available for Grants and Wages
FSEOG: \$800,000	\$800,000	\$266,667	\$1,066,667
FWS: \$692,065	\$692,065	\$230,688	\$ 922,753

2.

2001-02 Federal Funds After Carry Forward/Transfer	Federal Share of Wages	Nonfederal Share of Wages	Total Available for Wages
FWS: \$519,049	\$519,049	\$173,016	\$ 692,065
FSEOG: \$973,016	\$973,016	\$324,339	\$1,297,355

3.

		Allowable ACA
FWS	\$ 692,065	\$34,603
FSEOG	\$1,297,355	\$64,868

4.

Perkins FCC		\$10,000
Nonfederal share (ICC: 1/3 of FCC)		(+) \$3,333
Available from collections, interest earned, cash on hand, etc.		(+) \$495,600
Subtotal of sources of Perkins funds		(=) \$508,933
Allowable ACA for FSEOG, to be taken from Perkins Loan fund	\$34,603	
Allowable ACA for FWS, to be taken from Perkins Loan fund	(+) \$64,868	
Total ACA to be taken from Perkins Loan Fund	(=) \$99,471	(-) \$ 99,471
Total available for Perkins Loans and Perkins ACA		(=) \$409,462
Perkins funds available for loans		\$389,964
Perkins ACA		\$ 19,498

ED Form 646-1
OMB no 1845-0030
Expires 03/31/2002

Fiscal Operations Report and Application to Participate (FISAP)

Report: Award Period July 1, 2000 - June 30, 2001; Application: Award Period July 1, 2002 - June 30, 2003

Part I. Identifying Information, Certifications and Warning

Section A. Identifying Information

1a. Name and address of school

1b. Mailing address (if different from 1a)

2a. Serial # _____

2b. OPEID # _____

3. Type of school (select one)

- ☐ 3.1 public
☐ 3.2 private/non-profit
☐ 3.3 proprietary
- ☐ a) art ☐ d) trade & technical
☐ b) business ☐ e) other
☐ c) cosmetology

4. Length/type of longest program (select one)

- ☐ 4.1 less than 1 year
☐ 4.2 1 year but less than 2 years
☐ 4.3 2 years but less than 3 years
☐ 4.4 3 years but less than 4 years
- ☐ 4.5 4 years
 (no higher than a
 baccalaureate degree)
☐ 4.6 5 years or more
☐ 4.7 postbaccalaureate
 only

5. Additional locations:

Schools with separately eligible additional locations which will be funded under this application must list these locations and their addresses and OPEID#'s on the screen. You may not file a separate application for any separately eligible school listed herein.

We have entered a list of separately eligible additional locations included in this application.

yes no
____ ____

6. Financial Aid Administrator

Typed Name _____
E-mail address _____

Telephone no () _____ - _____
Fax number () _____ - _____

7. Name & address of private financial aid consultant firm, if any:

Name: _____
Address 1 _____
Address 2 _____
City: _____ State: _____ Zip: _____

Section B. Certifications and warning

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should review the regulations and the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

School Name _____

Serial # _____

2. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Drug-Free Workplace (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education,

School Name _____ Serial # _____

400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

I CERTIFY THAT MY INSTITUTION WILL COMPLY WITH THE ABOVE CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS. I FURTHER CERTIFY THAT THE INFORMATION CONTAINED IN THIS ELECTRONIC FISAP IS IN COMPLIANCE WITH GOVERNING LEGISLATION AND REGULATIONS AND IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ALL INFORMATION ASSOCIATED WITH THIS FISAP IS SUBJECT TO AUDIT AND PROGRAM REVIEW BY REPRESENTATIVES OF THE SECRETARY OF EDUCATION.

WARNING: ANY PERSON WHO KNOWINGLY PROVIDES FALSE OR MISLEADING INFORMATION ON THIS FISAP WILL BE SUBJECT TO A FINE OF UP TO \$10,000 OR IMPRISONMENT OF UP TO 5 YEARS OR BOTH UNDER PROVISIONS OF THE UNITED STATES CRIMINAL CODE TITLE 18 SECTION 1001.

8. Chief Executive Officer (President, Chancellor, owner, etc.)

Signature _____
Typed Name _____
Title _____
E-mail address _____

Date signed _____
Telephone no () _____ - _____
Fax number () _____ - _____

A-1

Application, Part II

Name of school: _____

State: _____

Part II. Application to Participate for Award Year July 1, 2002 through June 30, 2003

Section A. Request for funds for the 2002-2003 Award Year

- | | |
|--|----------|
| 1. Federal Perkins Loan Level of Expenditures | \$ _____ |
| 2. Federal Perkins Loan Federal Capital Contribution | \$ _____ |
| 3. FSEOG Federal Funds | \$ _____ |
| 4. FWS Federal Funds | \$ _____ |

Section B. Federal Perkins Loan Program Liquidation Request

(Applies only to certain schools; see instructions)

5. My school wishes to discontinue participation
-
- in the Federal Perkins Loan Program.

☐ yes ☐ no

Section C. Waiver Request for the Underuse of Funds

My school has returned more than 10 percent of its Federal
Perkins Loan, FSEOG, or FWS allocation for the 2000-2001 Award Year.

6. My school wishes to apply for a waiver of the penalty for
-
- the underuse of funds and will provide a written explanation
-
- of the circumstances on the additional information screen.

☐ yes ☐ noDO NOT SEND THESE PAGES TO THE DEPARTMENT
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OMB no 1845-0030
Expires 03/31/2002

Application, Part II

Name of school: _____
State: _____

Section D. Information on Enrollment

My school has a traditional calendar ☐ yes ☐ no

Schools with a traditional calendar that had
2000-2001 enrollment, fill in Field 7

Schools with a non-traditional calendar that had
2000-2001 enrollment, fill in Fields 9 through 20

	(a) Undergraduate	(b) Graduate/Professional	(a) Continuing Students	(b) New Starts
7. Total number of students, 2000-2001	_____	_____		
Schools that did not have 2000-2001 enrollment, fill in Field 8				
	(a) Undergraduate	(b) Graduate/Professional		
8. Estimated number of students, 2001-2002	_____	_____		
			9. July 1, 2000	_____
			10. August 1	_____
			11. September 1	_____
			12. October 1	_____
			13. November 1	_____
			14. December 1	_____
			15. January 1, 2001	_____
			16. February 1	_____
			17. March 1	_____
			18. April 1	_____
			19. May 1	_____
			20. June 1, 2001	_____
			21. TOTAL	_____

Section E. Assessments and Expenditures

	(a) Undergraduate	(b) Graduate/Professional
22. Total tuition and fees for the Award Year July 1, 2000 - June 30, 2001	\$ _____	\$ _____
23. Total Federal Pell Grant expenditures for the 2000-2001 Award Year	\$ _____	
24. Total expended for State grants and scholarships made to undergraduates for the Award Year July 1, 2000 to June 30, 2001	\$ _____	

Section F. Information on Eligible Aid Applicants for Award Year 2000-2001

	D e p e n d e n t		I n d e p e n d e n t		(e) Graduate/ Professional
	(a) Undergraduate/ Baccalaureate	(b) Baccalaureate	(c) Undergraduate/ Baccalaureate	(d) Baccalaureate	
	Without 1st Professional	With Degree	Without 1st Professional	With Degree	
25. Students with an "Automatic" Zero EFC	_____	_____	_____	_____	_____
Taxable & Untaxed Income					
26. \$ 0 - \$ 2,999	_____	_____	\$ 0 - \$ 999	_____	_____
27. \$ 3,000 - \$ 5,999	_____	_____	\$ 1,000 - \$ 1,999	_____	_____
28. \$ 6,000 - \$ 8,999	_____	_____	\$ 2,000 - \$ 2,999	_____	_____
29. \$ 9,000 - \$ 11,999	_____	_____	\$ 3,000 - \$ 3,999	_____	_____
30. \$ 12,000 - \$ 14,999	_____	_____	\$ 4,000 - \$ 4,999	_____	_____
31. \$ 15,000 - \$ 17,999	_____	_____	\$ 5,000 - \$ 5,999	_____	_____
32. \$ 18,000 - \$ 23,999	_____	_____	\$ 6,000 - \$ 7,999	_____	_____
33. \$ 24,000 - \$ 29,999	_____	_____	\$ 8,000 - \$ 9,999	_____	_____
34. \$ 30,000 - \$ 35,999	_____	_____	\$ 10,000 - \$ 11,999	_____	_____
35. \$ 36,000 - \$ 41,999	_____	_____	\$ 12,000 - \$ 13,999	_____	_____
36. \$ 42,000 - \$ 47,999	_____	_____	\$ 14,000 - \$ 15,999	_____	_____
37. \$ 48,000 - \$ 53,999	_____	_____	\$ 16,000 - \$ 17,999	_____	_____
38. \$ 54,000 - \$ 59,999	_____	_____	\$ 18,000 - \$ 19,999	_____	_____
39. \$ 60,000 & over	_____	_____	\$ 20,000 & over	_____	_____
40. T o t a l	_____	_____	T o t a l	_____	_____

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A-3

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OMB no 1845-0030
Expires 03/31/2002

Fiscal Operations Report, Part III

Name of school: _____

State: _____

Part III. Federal Perkins Loan Program

Section A. - Fiscal Report (cumulative) as of June 30, 2001

Field	Item	(a)	No of Borrowers (b)	Debit Balances (c)	Credit Balances (d)
1.1	Cash on hand and in depository as of 6/30/2001			\$ _____	
1.2	Cash on hand and in depository as of 10/31/2001	\$ _____			
2	Funds receivable from Federal government			\$ _____	
3	Funds receivable from school			\$ _____	
4	Funds advanced to students			\$ _____	
5	Loan principal collected				\$ _____
6	Loan principal assigned to and accepted by the United States				\$ _____
7	Total loan principal canceled on loans made prior to 07/01/1972 for teaching/military service				\$ _____
	<u>Loan principal canceled :</u>				
8	- for certain subject matter teaching service (math, science, foreign languages, bilingual education)				\$ _____
9	- for all other authorized teaching service				\$ _____
10	- for military service on loans made 07/01/1972 and after				\$ _____
11	- for volunteer service				\$ _____
12	- for law enforcement and corrections officer service				\$ _____
13	- for child/family/early intervention service				\$ _____
14	- for nurse/medical technician service				\$ _____
15	- for death/disability				\$ _____
16	- for bankruptcy				\$ _____
17	- for loans discharged due to closed schools				\$ _____
18	Loan principal adjustments - other				\$ _____
19	Federal Capital Contributions				\$ _____
20	Repayments of fund capital to Federal government			\$ _____	
21	Institutional Capital Contributions				\$ _____
22	Repayments of fund capital to school			\$ _____	
23	Interest income on loans				\$ _____
24	Other income				\$ _____
25	Reimbursements to the fund of amounts canceled on loans made 07/01/1972 and after				\$ _____
26.1	Administrative cost allowance	\$ _____			
26.2	Collection costs	\$ _____			
26.3	Administrative cost allowance and collection costs (control)			\$ _____	
	<u>Cost of loan principal and interest canceled:</u>				
27	- for teaching/military service on loans made prior to 07/01/1972			\$ _____	
28	- for certain subject matter teaching service (math, science, foreign languages, bilingual education)			\$ _____	
29	- for all other authorized teaching service on loans made 07/01/1972 and after			\$ _____	
30	- for military service on loans made 07/01/1972 and after			\$ _____	
31	- for volunteer service in the Peace Corps or under the Domestic Volunteer Service Act of 1973			\$ _____	
32	- for law enforcement and corrections officer service			\$ _____	
33	- for child/family/early intervention service			\$ _____	
34	- for nurse/medical technician service			\$ _____	
35	- because of death/disability			\$ _____	
36	- because of bankruptcy			\$ _____	
37	Cost of loan principal and interest assigned to and accepted by the United States			\$ _____	
38	Cost of loan principal and interest canceled for loans discharged due to closed schools			\$ _____	
39	Other costs or losses			\$ _____	
40	Total debits and credits (sum of Fields 1.1 through 39)			\$ _____	\$ _____

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ED Form 646-1
OMB no 1845-0030
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Fiscal Operations Report, Part III

Name of school:

State:

Section B. Fund Activity (annual) during the 2000-2001 Award Year (July 1, 2000 through June 30, 2001)

Amount

1. Final adjusted Federal Capital Contribution (FCC) authorization \$ _____
2. FCC transferred to:
 - a. FSEOG \$ _____
 - b. FWS \$ _____
3. The amount of final adjusted authorized Federal Capital Contribution for Award Year 2000-2001 that was not requested from GAPS by June 30, 2001 which will be reduced from your total award amount next Spring (see instructions) . \$ _____
4. Institutional Capital Contribution (ICC) deposited into the loan Fund between July 1, 2000 and June 30, 2001. \$ _____
5. Loans advanced to students from the loan Fund during the 2000-2001 Award Year (minus 2000-2001 Award Year refunds) \$ _____
6. Administrative cost allowance claimed for the 2000-2001 award year (see instructions) \$ _____

Number of
Borrowers
(a)

Amount
(b)

7. Total principal and interest repaid by borrowers _____ \$ _____
from all sources during the 2000-2001 Award Year

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Fiscal Operations Report, Part III

Name of school: _____

State: _____

Section C - Cumulative Repayment Information as of June 30, 2001

Status of borrowers as of June 30, 2001	Number of Borrowers (b)	Amount Lent (c)	Principal Amount Outstanding (d)
(a)			
1.1 Borrowers whose loans are fully retired	_____	_____	_____
1.2 Loans that have been purchased \$ _____	_____	_____	_____
2. Borrowers whose loans were assigned to and officially accepted by the Department of Education as of June 30, 2001	_____	_____	_____
3. Total borrowers not in repayment status	_____	_____	_____
4. Borrowers on schedule in repayment status	_____	_____	_____
5.1 In default less than 240 days (monthly install- ments) or less than 270 days (other installments)	_____	_____	_____
5.2 In default 240 days or more (monthly install- ments) or 270 days or more (other installments), up to 2 years	_____	_____	_____
5.3 In default more than 2 years, up to 5 years	_____	_____	_____
5.4 In default more than 5 years	_____	_____	_____

Cohort Default Rate

My school had less than 30 borrowers who entered
repayment in the 1999-2000 Award Year ☐ yes ☐ no

Section D. Schools with 30 or more borrowers who entered repayment in the 1999-2000 Award Year:

1.1 Number of borrowers who entered repayment in 1999-2000	0
1.2 Enter the number of borrowers in Field 1.1 above with loans in default by June 30, 2001	0
1.3 Cohort default rate (Field 1.2 / Field 1.1 * 100)	0.0

Section E. Schools with less than 30 borrowers who entered repayment in the 1999-2000 Award Year:

2.1 Number of borrowers who entered repayment in:	2.2 Number of borrowers with loans in default by:
(a) 1997-1998 (07/01/1997 - 06/30/1998) 0	(a) June 30, 1999 (those in 2.1(a) only) 0
(b) 1998-1999 (07/01/1998 - 06/30/1999) 0	(b) June 30, 2000 (those in 2.1(b) only) 0
(c) 1999-2000 (07/01/1999 - 06/30/2000) 0	(c) June 30, 2001 (those in 2.1(c) only) 0
2.3 Total number of borrowers who entered repayment during the three years (fields (2.1(a) + 2.1(b) + 2.1(c))	0
2.4 Total number of borrowers with loans in default (fields (2.2(a) + 2.2(b) + 2.2(c))	0
2.5 Cohort default rate (Field 2.4 / Field 2.3 * 100)	0.0

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ED Form 646-1
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Expires 03/31/2002

Fiscal Operations Report, Part IV

Name of school: _____

State: _____

**Part IV. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
for Award Year July 1, 2000 through June 30, 2001**

Section A. Federal funds authorized for FSEOG

1. Final adjusted FSEOG authorization \$ _____

Section B. Federal funds available for FSEOG expenditures

2. FWS funds transferred to and spent in FSEOG + \$ _____

3. Federal Perkins FCC funds transferred to
and spent in FSEOG + \$ _____

4. 2001-2002 funds carried back and spent in 2000-2001 + \$ _____

5. Additional 2001-2002 funds carried back and spent for
2001 summer enrollment + \$ _____

6. 1999-2000 funds carried forward and spent in 2000-2001 + \$ _____

7. 2000-2001 funds carried forward to be spent in 2001-2002 - \$ _____

8. 2000-2001 funds carried back and spent in 1999-2000 - \$ _____

9. Additional 2000-2001 funds carried back and spent for
2000 summer enrollment - \$ _____

10. Total Federal funds available for 2000-2001 FSEOG
(Fields 1 + 2 + 3 + 4 + 5 + 6 - 7 - 8 - 9) \$ _____

Section C. Funds to FSEOG recipients

11. Total funds to FSEOG recipients (Fields 12 + 13) \$ _____

12. Non-Federal share of funds to FSEOG recipients
(25% of Field 11) \$ _____

a. Cash outlay contributed \$ _____

b. Other school resources designated \$ _____

Section D. Federal funds spent for FSEOG Program

13. Federal share of funds to FSEOG recipients
(75% of Field 11) \$ _____

14. Administrative cost allowance claimed + \$ _____

15. Federal funds spent for FSEOG (Fields 13 + 14) \$ _____

Section E. Use of FSEOG authorization

16. Expended FSEOG authorization (Fields 7 + 8 + 9 + 15) minus
(Fields 2 + 3 + 4 + 5 + 6) \$ _____

17. Unexpended FSEOG authorization (Field 1 - Field 16)
(cannot be negative) \$ _____

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Fiscal Operations Report, Part V

Name of school: _____

State: _____

Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2000 through June 30, 2001

Section A. Federal funds authorized for FWS

1. Final adjusted FWS authorization \$ _____

Section B. Federal funds available for FWS expenditures

2. Federal Perkins FCC funds transferred to and spent in FWS + \$ _____

3. FWS funds transferred to and spent in FSEOG - \$ _____

4. 2001-2002 funds carried back and spent in 2000-2001 + \$ _____

5. Additional 2001-2002 funds carried back and spent for
2001 summer employment + \$ _____

6. 1999-2000 funds carried forward and spent in 2000-2001 + \$ _____

7. 2000-2001 funds carried forward to be spent in 2001-2002 - \$ _____

8. 2000-2001 funds carried back and spent in 1999-2000 - \$ _____

9. Additional 2000-2001 funds carried back and spent for
2000 summer employment - \$ _____10. Total Federal funds available for 2000-2001 FWS
(Fields 1 + 2 - 3 + 4 + 5 + 6 - 7 - 8 - 9) \$ _____

Section C. Total compensation for FWS

11. Total earned compensation for FWS Program \$ _____

a. On-campus expenditures \$ _____

b. Off-campus expenditures at public or private non-profit agencies \$ _____

c. Off-campus expenditures in the private (for profit) sector \$ _____

12. Total school share of earned compensation (see instructions) \$ _____

Section D. Funds spent from Federal share of FWS

13. Total Federal share of FWS earned compensation \$ _____

a. Compensation at Federal share not to exceed 75% (see instructions) \$ _____

b. Off-campus private (for profit) sector compensation at Federal
share not to exceed 50% \$ _____

14. Administrative cost allowance claimed + \$ _____

15. Federal share of Job Location and Development Program expenditures + \$ _____

16. Total Federal funds spent for FWS (sum of Fields 13 through 15) \$ _____

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Fiscal Operations Report, Part V

Name of school: _____

State: _____

Section E. Use of FWS authorization

17. Expended FWS authorization (Fields 3 + 7 + 8 + 9 + 16) minus (Fields 2 + 4 + 5 + 6) \$ _____

18. Unexpended FWS authorization (Field 1 - Field 17) \$ _____

Section F. Information about the Job Location and Development (JLD) Program

19. Total expenditures for the JLD Program \$ _____

20. School expenditures for the JLD Program (see instructions) \$ _____

21. Number of students for whom jobs were located or developed _____

22. Total earnings of the students in Field 21 above \$ _____

Section G. Information about FWS Community Service Activities

23. Number of students in community service employment _____

24. Federal share of community service earned compensation \$ _____

25. Non-Federal share of community service earned compensation \$ _____

Section H. Information about FWS students employed as reading tutors of children or employed in family literacy activities

26. Number of FWS students employed as reading tutors of children or employed in family literacy activities _____

27. Federal share of earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities \$ _____

a. Amount of the Federal share in field 27 spent on community service employment \$ _____

28. Total earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities \$ _____

Section I. Information about FWS students employed as mathematics tutors of children

29. Number of FWS students employed as mathematics tutors of children _____

30. Federal share of earned compensation for FWS students employed as mathematics tutors of children \$ _____

31. Total earned compensation for FWS students employed as mathematics tutors of children \$ _____

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Fiscal Operations Report, Part VI

Name of school: _____

State: _____

Part VI. Program Summary for Award Year July 1, 2000 through June 30, 2001

Section A. Distribution of Program Recipients and Expenditures by Type of Student

Taxable & Untaxed Income Category Student Type	Federal Perkins Loan		F S E O G		F W S		(g) Unduplicated Recipients
	(a) Recipients	(b) Funds	(c) Recipients	(d) Funds	(e) Recipients	(f) Funds	
Undergraduate Dependent							
1. \$ 0 - \$ 5,999	_____	_____	_____	_____	_____	_____	_____
2. \$ 6,000 - \$11,999	_____	_____	_____	_____	_____	_____	_____
3. \$12,000 - \$23,999	_____	_____	_____	_____	_____	_____	_____
4. \$24,000 - \$29,999	_____	_____	_____	_____	_____	_____	_____
5. \$30,000 - \$41,999	_____	_____	_____	_____	_____	_____	_____
6. \$42,000 - \$59,999	_____	_____	_____	_____	_____	_____	_____
7. \$60,000 and over	_____	_____	_____	_____	_____	_____	_____
Undergraduate Independent							
8. \$ 0 - \$ 1,999	_____	_____	_____	_____	_____	_____	_____
9. \$ 2,000 - \$ 3,999	_____	_____	_____	_____	_____	_____	_____
10. \$ 4,000 - \$ 7,999	_____	_____	_____	_____	_____	_____	_____
11. \$ 8,000 - \$11,999	_____	_____	_____	_____	_____	_____	_____
12. \$12,000 - \$15,999	_____	_____	_____	_____	_____	_____	_____
13. \$16,000 - \$19,999	_____	_____	_____	_____	_____	_____	_____
14. \$20,000 and over	_____	_____	_____	_____	_____	_____	_____
15. Graduate/Professional	_____	_____	does not apply	does not apply	_____	_____	_____
16. T o t a l	_____	_____	_____	_____	_____	_____	_____
17. Total less than full time students	_____	_____	_____	_____	_____	_____	_____
18. Total "Automatic" Zero EFC students	_____	_____	_____	_____	_____	_____	_____

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Fiscal Operations Report, Part VI

Name of school: _____

State: _____

Administrative Cost Allowance Worksheet (worksheet must be retained for audit and program reviews)

Section B. Calculating the administrative cost allowance

Step 1 Calculate the amount spent in 2000-2001 on which the administrative cost allowance is based:

- | | | |
|--|----|----------|
| 1. Total compensation in FWS (amount from Part V, Section C, Field 11) | \$ | _____ |
| 2. Amount of Federal Perkins Loan funds advanced to students
(amount from Part III, Section B, Field 5) | + | \$ _____ |
| 3. Total funds to FSEOG recipients
(amount from Part IV, Section C, Field 11) | + | \$ _____ |
| 4. Total amount spent (Fields 1 + 2 + 3) | \$ | _____ |

Step 2 Calculate the administrative cost allowance

Schools whose total amount spent was \$2,750,000 or less

- | | | |
|--|----|-------------|
| 5. Enter total amount spent (Field 4) | \$ | _____ |
| 6. Multiply | x | <u>0.05</u> |
| 7. Total administrative cost allowance
(go to step 3) | \$ | _____ |

Schools whose total amount spent was more than \$2,750,000 but less than \$5,500,000

- | | | |
|---|----|---------------------|
| 8. Enter total amount spent (Field 4) | \$ | <u>n / a</u> |
| 9. Subtract | - | \$ <u>2,750,000</u> |
| 10. Expenditures over \$2,750,000 (Field 8 - Field 9) | \$ | <u>n / a</u> |
| 11. Multiply | x | <u>0.04</u> |
| 12. Administrative cost allowance on expenditures over
\$2,750,000 (Field 10 x Field 11) | \$ | <u>n / a</u> |
| 13. Add administrative cost allowance on expenditures of
\$2,750,000 | + | \$ <u>137,500</u> |
| 14. Total administrative cost allowance (Field 12 + Field 13)
(go to step 3) | \$ | <u>n / a</u> |

Schools whose total amount spent was \$5,500,000 or more

- | | | |
|---|----|---------------------|
| 15. Enter total amount spent (Field 4) | \$ | <u>n / a</u> |
| 16. Subtract | - | \$ <u>5,500,000</u> |
| 17. Expenditures over \$5,500,000 (Field 15 - Field 16) | \$ | <u>n / a</u> |
| 18. Multiply | x | <u>0.03</u> |
| 19. Administrative cost allowance on expenditures over
\$5,500,000 (Field 17 x Field 18) | \$ | <u>n / a</u> |
| 20. Add administrative cost allowance on expenditures
of \$5,500,000 | + | \$ <u>247,500</u> |
| 21. Total administrative cost allowance (Field 19 + Field 20)
(go to step 3) | \$ | <u>n / a</u> |

Step 3 Decide how much administrative cost allowance the school claimed:

- | | | |
|--|----|-------|
| 22. How much administrative cost did the school claim
(the amount may be the same or less than the amount calculated in step 2) | \$ | _____ |
| 23. How much administrative cost did the school claim in each Program ? | | |
| a. Federal Perkins Loan (must be same as Part III, Sect. B, Field 6) | \$ | _____ |
| b. FSEOG (must be the same as Part IV, Section D, Field 14) | \$ | _____ |
| c. FWS (must be the same as Part V, Section D, Field 14) | \$ | _____ |

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Additional information page for Fiscal Operations Report 2000-2001 and Application to Participate for 2002-2003

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